Early On® Oakland Request for Information (Non-Health) Directions

PURPOSE: This form should be used by Early On® personnel to collect information from other agencies or persons about a child. This form meets Family Educational Rights and Privacy Act (FERPA) requirements.

NOTE: *The "Early On® Oakland Request for Information (Non-Health)" form is ONLY when Early On® personnel need information from another agency or organization that is not health related. Health information should be shared using the "Early On® Oakland Request for Protected Health Information" form.*

NOTE: *It is not necessary to get parent consent to share personally identifiable information within the Early On® system. This includes Oakland Schools, any Early On® Oakland partner (Oakland Family Services, Oakland County Health Department, or local school districts), and other Intermediate School District (ISD) Early On® programs.*

Early On® Oakland Request for Information (Non-Health)

Record child's legal name, birthdate and parent or guardian's name in the top section of the form.

Agency / Person Authorized to Share Information with Early On®

Identify the provider who has information to share. Designees often include current service providers, evaluators, and other agency representatives who may help in determining eligibility, making referrals, and coordinating services. If existing reports are available that will be used in place of an evaluation (or a component of an evaluation) be sure to include each service provider that will be asked to share information. Include the specific information requested from the agency/person, however in some situations, it may be appropriate to request the child's entire record/file.

Review each of the bulleted statements with the parent/guardian. This portion of the form is not giving permission to share information, rather it is evidencing that the parent/guardian understands rights that he/she has in the consent or refusal to share information.

It is important to inform the family that giving consent for Early On® to share information is voluntary. If a family decides not to allow Early On® to share information, it is important to understand that it may limit the ways in which Early On® can help the family, or limit Early On®'s ability to gather information that can show if the child is eligible to participate.

Ask the parent/guardian to check the appropriate box to indicate either consent or refusal to share information. Only **ONE** of these boxes should be checked.

Have the parent sign/guardian sign and date the form.

NOTE: *A copy of the signed and dated "Early On® Request for Information (Non-Health)" form should be kept in the child's central Early On® record, which is maintained by the Service Coordinator. It is not necessary to send a copy to Early On® Oakland.*